

**Queensborough Community College**  
The City University of New York

**MEMORANDUM**

Academic Senate Committee on Course and Standing  
CPE Appeals Committee

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**TO:** *Academic Senate Steering Committee*

**FROM:** David Shimkin  
*Chair, CPE Appeals Committee*

**DATE:** August 13, 2007

**RE:** Annual Report

**Charge:** The CPE [CUNY Proficiency Exam] Appeals Committee evaluates written appeals and supporting documentation from students on the following matters:

- Whether or not a student may be exempt from taking the CPE.
- Whether or not a student is eligible to take or re-take the CPE.
- Whether or not a student may attempt the exam before registering for the 45<sup>th</sup> credit.
- Whether or not a student who is not in good academic standing may take or re-take the exam.
- Whether or not a student may postpone taking the exam.
- Whether or not a student who has missed a scheduled exam date may be excused from forfeiture of one of three chances to pass the exam.
- Whether or not a student may be granted a fourth chance to pass the exam.
- Under limited circumstances, when necessary in order to render a fair decision, the committee may recommend that a failing exam be re-evaluated.

**Membership:** Prof. David Shimkin (English; CPE Liaison); Dr. Stephen Beltzer (Counseling); Dr. Arthur Corradetti (Assistant Director for Academic Affairs); Prof. Jean Darcy (English); Prof. Anne Marie Menendez (Nursing); Prof. Hamid Namdar (ECT).

**Report:** Committee Recommendations/Actions    Actions Taken on Recommendations

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|---|---------------------------------------|
| 1. That the Academic Senate approve establishment of a CPE Appeals Committee as a subcommittee of the Committee on Course and Standing.   | 1. CPE Appeals Committee established. |
| 2. The Committee heard 116 appeals between August 2006 and June 2007: <ul style="list-style-type: none"><li>• Twenty-Two students appealed successfully to postpone taking the CPE. The reasons varied from personal or family illness to inability</li></ul> |                                       |

to prepare because of heavy work or academic commitments. The majority of these students postponed taking their first try at the exam. A few postponed a second or third try. Note that students in the Verizon program postpone the exam until their sixth term.

- Thirty-four students appealed successfully for removal of a forfeit after missing a scheduled exam date, generally due to illness or family commitments or failure to receive notification of the exam. Two appeals for removal of a forfeit were denied, one because there was no record of a forfeit.
- Five students appealed successfully to attempt the CPE a fourth time. Nine such appeals were denied, so that the students could be encouraged to engage in additional interventions beyond those automatically required. A tenth was denied because the student received an appealable forfeit.
- Thirty-four students appealed successfully to take the CPE despite having a GPA below 2.0. Most of these students had a GPA of 1.8+ or higher and had completed 60+ credits. They were required to seek appropriate interventions and encouraged to attempt raising their GPA by appealing WUs and re-taking writing classes to improve grades. Twenty-Seven of these students were taking the exam their first time, three their second time, four their third time. The appeals of fifteen students with a GPA below 2.0 were denied: in some of these cases, the GPA was below 1.8 and the committee felt the students should work first to improve their grades particularly in writing courses; some of the students had not yet completed EN 101 and/or EN 102; others were filing appeals so that they might apply for graduation (in which case the appeal was moot, since they would have to raise their GPA to 2.0 anyway); one student only had earned 36 credits.
- Two appeals were denied as not within the committee's charge: an appeal to re-score an exam and an appeal to remove a failure.
- Two appeals were referred to the CUNY Office of Assessment: these were appeals by

students with severe disabilities who were seeking exemption from the CPE requirement. one is a former Homebound Program student who is quadriplegic and unable to write or attend classes on campus; the other is a student diagnosed with autistic disorder with anxiety features. As yet, we have had no response from the Central Office,

cc: VP Dan King  
Dean Karen Steele  
Dr. Victor Fichera  
Mr. Dion Pincus  
Members of the CPE Appeals Committee